

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ISSUED 03/7/16

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ANNOUNCES

AN OPEN-COMPETITIVE EXAMINATION FOR

### TYPIST EXAMINATION #117-E

**TYPIST**, Saratoga County. The results of this exam will be used to fill vacancies as they occur in all agencies under the jurisdiction of the Saratoga County Personnel Department, INCLUDING School Districts, Town, Villages, and County Departments.

**SALARY:** County Offices: \$34,707/yr -----Other Jurisdictions: Vary With Location

**LAST DAY TO FILE IS APRIL 27, 2016**

**DATE OF THE EXAMINATION IS JUNE 4, 2016**

**NOTICE:** **RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

**RESIDENTS:** Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

**APPLICATION FEE** An examination fee of **\$10.00** (residents and non-residents) is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Check or money order only.** \$20 returned check fee. **Please make checks payable to the Saratoga County Treasurer's Office.** The \$10 fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "minimum qualifications" section of the examination announcement and file for only those examinations for which you are clearly qualified.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Personnel office.**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing clerical duties and standardized clerical tasks involving the full-time or substantial part-time operation of a computer for the entry and retrieval of information using software to produce printed material such as letters, memorandums and forms. Specific duties vary with the needs of the department. Employees in this class are given detailed instructions for new or difficult assignments. General supervision is received from a higher ranking clerical or administrative employee. Does related work as required.

**MINIMUM QUALIFICATIONS:** EITHER:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Secretarial Science, Office Management, Business Administration, or related field; OR
- B. Graduation from High School or possession of a high school equivalency diploma and two (2) years clerical experience which must have involved the use of **micro-soft office products such as but not limited to: Word, Excel, Power Point and Access.**

**\*\*\*\*\*When completing the application you must specify you use the above Microsoft products.\*\*\*\*\***

**THE WRITTEN TEST** will be designed to measure knowledge, skills and/or abilities in such areas as:

1. Spelling: These questions are designed to test a candidate's ability to spell words the office employee might encounter in their daily work.

2. Alphabetizing: These questions are designed to test a candidate's ability to file material accurately in alphabetic order.

3. Clerical Operations With Letters and Numbers: These questions are designed to test a candidate's visual perception and basic clerical accuracy in working with alphanumeric characters. The candidate is required to read, compare, check, reorder, and count letters and numbers following specific directions for each question. Knowledge of the alphabet and the ability to count are required.

**NOTICE TO CANDIDATES:** The use of quiet, hand-held, solar or battery-powered calculators are recommended. Devices with 'Typewriter Keyboards,' 'Spell Checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' 'or any similar devices are prohibited.'

**PERFORMANCE TEST:** Candidates who receive a passing score on the written test must also qualify on the performance test in typing. The typing test will consist of a test in accuracy and speed of typing at a minimum acceptable rate of 35 words per minute.

The use of "Line-a-time," "Error-no", or any other copyholder device is permitted for the typing performance test.

Candidates who use these devices must provide their own.

**RETEST PERFORMANCE POLICY:** Candidates will only be given two consecutive attempts to pass the performance section of this exam. A candidate who fails their first performance will be retested after 30 days has elapsed.

**WAIVER POLICY:** If a candidate has already passed a 35 word per minute or higher typing test administered by a Municipal Civil Services Agency; the New York State Division of Employment; or the New York State Department of Civil Service within 4 years of the date of the written test, the typing performance test may be waived. A candidate requesting a waiver must submit verifiable evidence of qualifying. Information submitted must contain the title and location of the typing test, the test date and the passing speed.

**ELIGIBLE LIST:** A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

**SECTION 243-b** Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination.

**SECTION 85a OF THE CIVIL SERVICE LAW:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**VETERAN CREDITS:** For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 28, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

**SECTION 23.2:** This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply.

**APPLICATIONS:** You may get application forms by writing, down loading from our web site @ [www.saratogacountyny.gov](http://www.saratogacountyny.gov), phoning #885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

**SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**With an affirmative action plan**